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DD/A Registry

85-0024/9

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FILE #

1-8

3 January 1985

MEMORANDUM FOR: Executive Officer, DDA

VIA:

[Redacted]

STAT

FROM:

Director of Data Processing

SUBJECT: Excellence Items

REFERENCE: DDA 84-0217/100

Attached are ODP's contributions for the DA's Excellence Report to the DCI as requested in the reference. If your staff has any questions, please call [Redacted]

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[Redacted]

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85-0024/b

OIS 85-001

2 January 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

STAT

Director of Information Services

SUBJECT: Excellence

REFERENCE: Your Memorandum dated 24 December 1984, Same Subject

You asked that we provide an update on our Excellence activities since August 1984. The following are accomplishments that I believe to be significant:

1. The Director of Information Services established and chaired an inter-directorate task force, including representatives from the DO, DI, OGC, and OLL, to promote ways to reduce the FOIA processing backlog and to examine proposals for centralizing the review of material prior to release to the public.

STAT 2. In anticipation of Congressional passage of the CIA Information Act, the Director of Information Services established a task force consisting of representatives from OIS, OGC, and OLL to draft and coordinate an Agency-wide implementing regulation and guidance. The fully coordinated regulation, [REDACTED] and specific guidance to the DO, DS&T and OS were ready for the Director's signature on the date of enactment.

3. Pursuant to the newly enacted legislation, the Director of Information Services established a task force to assist the Office of Security, the Directorate of Operations, and the Directorate of Science and Technology in developing categories of files for recommending to the DCI as exempt from the search, review, and disclosure provisions of the Freedom of Information Act. This task force, consisting of representatives from OIS, OGC, and OLL, has nearly completed its work as the DCI has approved the Office of Security designations and will be receiving the DS&T and DO recommendations in the near future.

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4. The Personnel and Training Staff, OIS, conducted a half-day orientation for new MI sub-group careerists to further familiarize them with the mission and functions of the office and, in particular, with the operations of the four divisions that make up the Office of Information Services. The orientation session also covered personnel and training matters of special interest to the new careerists.

5. Chief, Regulatory Policy Division, OIS, met with Agency distribution officers to stress the importance of distributing new regulatory issuances to those for whom they are intended. He emphasized that Agency issuances are the vehicles through which employees are made aware of policy, law, and Executive Orders. He further reminded the distribution officers of their responsibilities and offered the full services of the division to ensure that proper distribution is made, especially issuances affecting all employees.

6. The Information and Privacy Division, OIS, identified and placed a purchase order for furniture ergonomically designed to accommodate word processors and computer terminals. The acquisition of this furniture is expected to increase employee efficiency by making it easier to use the latest ADP technology as it becomes available.

7. Personnel in the Information and Privacy Division have developed an increased awareness of the importance of FOIA/PA training, especially external, and are taking maximum advantage of the training opportunities available. In addition, IPD personnel are taking the opportunity to meet and exchange viewpoints with FOIA/PA personnel from other government agencies.

8. The Information and Privacy Division has modified the agenda of its annual FOIA/PA symposium to include more speakers from outside organizations (e.g., the FBI, U. S. Congress, and NARS) so that Agency employees can develop a better understanding and appreciation of how the various elements of the U. S. Government interact in carrying out the provisions of the FOIA and PA.

9. In the Information Resources Management Division, branch chiefs and employees developed goals, objectives, and activities for FY 85. These were translated into a division program for FY 85 after a day-long meeting with the division chief. The current program reflects the input of every employee in the division and represents a collective view on what can be accomplished with available resources.

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10. The Information Resources Management Division fostered a committee of representatives from registries throughout the Agency to develop standards for material entered into TRIS--the Records Information System, a system to control documents from their creation to their ultimate disposition. The committee met over a several-week period, reviewed items, and prepared a report outlining standards that should be adhered to by TRIS users. Their report, with some modifications and additions, has been adopted.

11. The Directorate Records Management Officers (RMO) have been asked to meet with their component RMOs to develop what they believe should be included in a certification program for Records Management Officers. A task force, chaired by an IRMD officer and composed of representatives from each directorate, will finalize recommendations into a proposed certification program for submission to the Director of Information Services.

12. The Classification Review Division, OIS, has begun to involve its employees more directly in the technical support of its programs normally tasked to outside components. Two employees, for example, were provided tutorial training in the [] computer system so they can adapt [] to handle an information storage and retrieval system being developed to capture classification/declassification decisions.

Electronically transmitted
/s/

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